

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager/Supervisor's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager/Supervisor's Name],

I am writing to formally request a leave of absence due to medical reasons. I have been advised by my doctor to take some time off to focus on my health and recovery.

I kindly request leave starting from [start date] to [end date]. I will ensure that all my responsibilities are handed over accordingly and will assist in the transition to minimize any impact on the team.

Thank you for your understanding and support during this time. I hope to return to work rejuvenated and ready to contribute. Please let me know if you need any further information or documentation.

Sincerely,

[Your Name]
[Your Position]